Panasonic
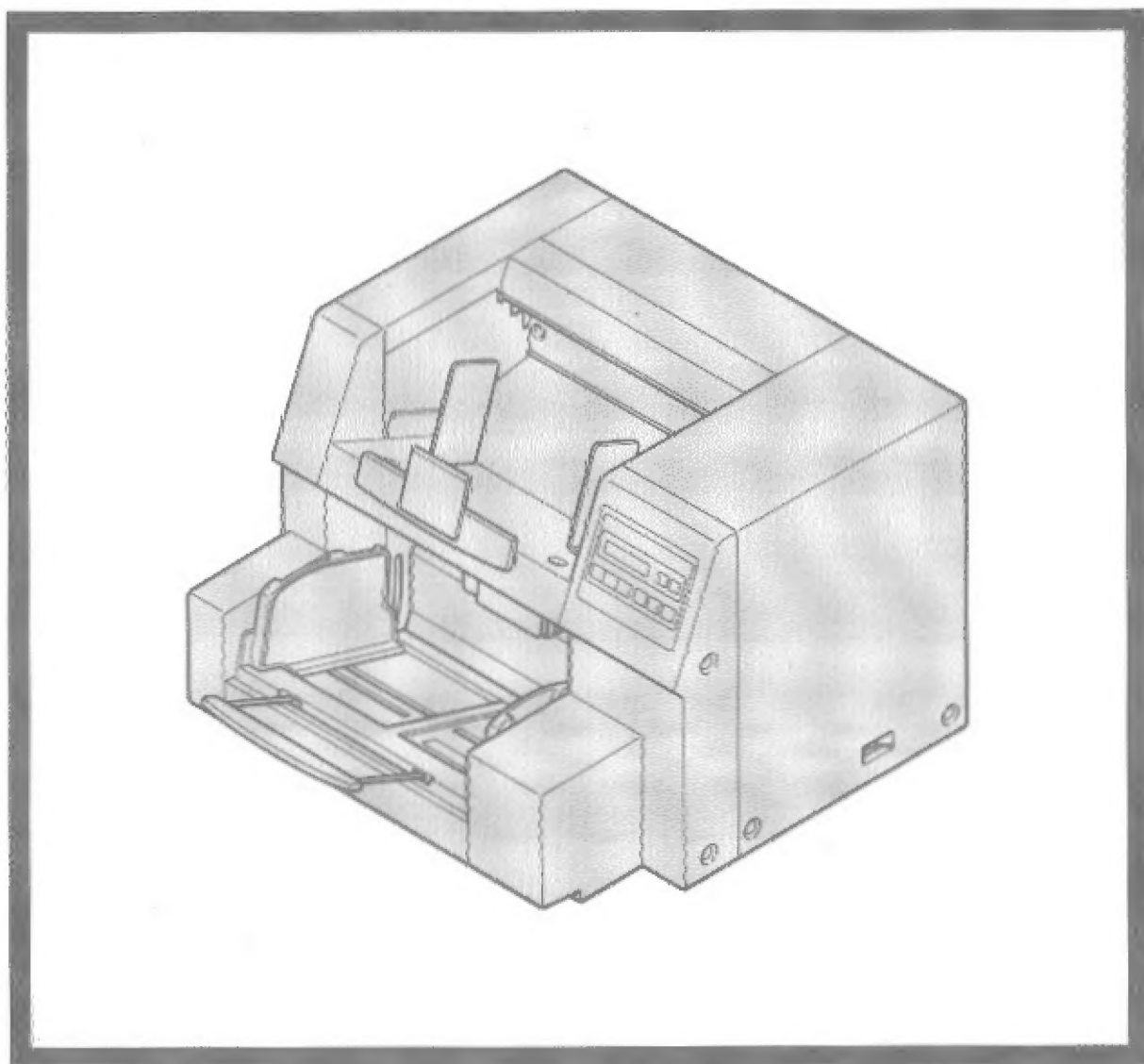
Operation Manual

High Speed Scanner

Model No. KV-SS855

Before using this unit, please read these instructions completely.

Thank you for purchasing a Panasonic "High Speed Scanner".

Table of Contents

The information given in this Operation Manual is subject to change without notice.

This Operation Manual is printed on recycled paper.

Notice

English

WARNING:
TO PREVENT FIRE OR SHOCK HAZARD, DO NOT EXPOSE THIS PRODUCT TO RAIN OR ANY TYPE OF MOISTURE.

THE SOCKET-OUTLET MUST BE NEAR THIS EQUIPMENT AND MUST BE EASILY ACCESSIBLE.

Français

Avertissement:
Pour éviter tout risque d'incendie ou de choc électrique, ne pas soumettre cet appareil à la pluie ou à l'humidité.

"La prise secteur devra se trouver à proximité de l'appareil et être facilement accessible."

Notice

For roller cleaning paper

Before using the roller cleaning paper, please read these instructions completely.
Keep these instructions for future reference.

English

WARNING

- Do not drink or inhale the roller cleaning paper fluid.
- The roller cleaning paper may be harmful to sensitive skin, so please use protective gloves.
- Do not use the roller cleaning paper near a heater or open flame.
- Do not store the roller cleaning paper in direct sunlight or in a place over 40 °C (104 °F).
- Only use the roller cleaning paper to clean the rollers and scanning area.
- If you need more information about the roller cleaning paper, please refer to the Material Safety Data Sheet (MSDS).

KEEP AWAY FROM FIRE.

Français

Avertissement

- Ne pas boire ni respirer le liquide du papier de nettoyage de rouleaux fourni.
- Le papier de nettoyage de rouleaux pouvant être néfaste pour les peaux sensibles, utiliser des gants de protection.
- Ne pas utiliser le papier de nettoyage de rouleaux à proximité d'un feu ou d'une flamme vive.
- Ne pas ranger le papier de nettoyage de rouleaux en plein soleil ni à une température dépassant 40 °C (104 °F).
- Utiliser le papier de nettoyage de rouleaux exclusivement pour le nettoyage des rouleaux et de la surface de balayage.
- Pour tout renseignement complémentaire sur le papier de nettoyage de rouleaux, voir la feuille de données sur la sécurité du matériel.

NE PAS APPROCHER DU FEU.

4

Precautions

The following precautions are recommended to extend the life of the unit.

Do not place any liquids near the unit. —Accidental spillage of a liquid into the unit may cause severe damage. If this occurs, unplug the power cord and call service.	Do not place books, paper, or other items on the unit.
Do not place the unit in an area where there is a lot of smoke, dust, chemical fumes or vibration. Thinner, etc.	If the unit is not used for an extended period, unplug the power cord.
Do not place the unit on an uneven or unstable surface.	Do not disassemble the unit.
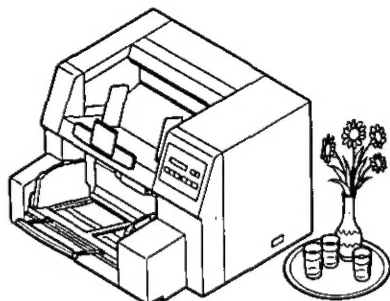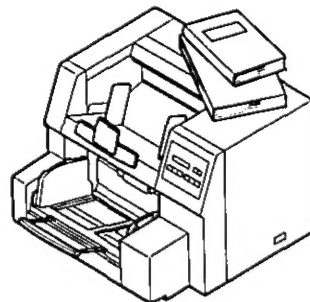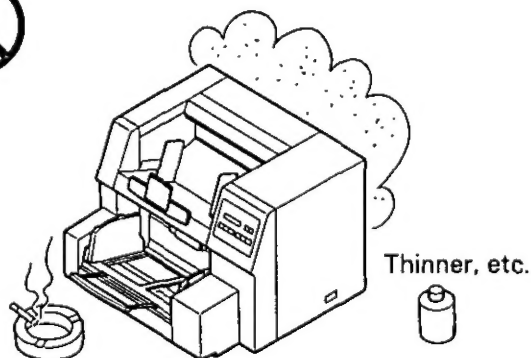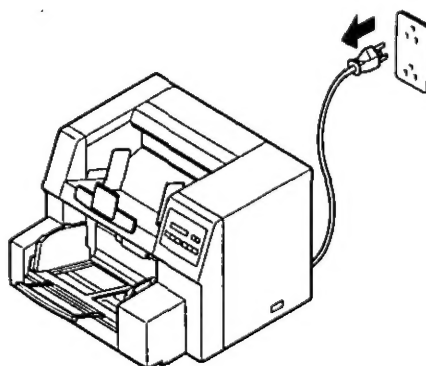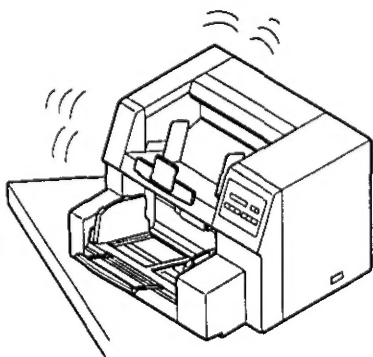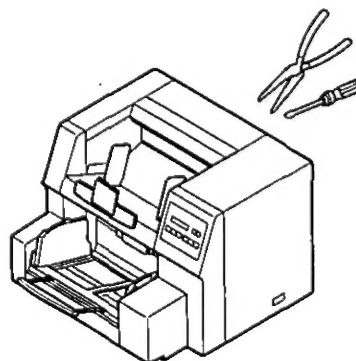
● Special care should be taken to protect the unit if it is used in a less than optimum environment such as a machine shop or a dusty or sandy area.

Precautions

Operating Environment

Do not subject the unit the following conditions.

Do not place the unit in direct sunlight or in a cold draft. Hot Cold	The unit must remain in a vertical position.
Do not place the unit near a heating appliance or an air conditioning vent. Do not place the unit in a room with extremely high or low humidity.	Do not place the unit near other appliances.
Do not place the unit on a carpet. (Static electricity can cause the unit to malfunction)	Do not drink or inhale the included roller cleaning paper fluid. The roller cleaning paper may be harmful to sensitive skin, so please use protective gloves. Do not use the roller cleaning paper near a heater or open flame. ● This may cause a fire.
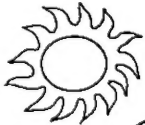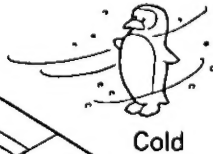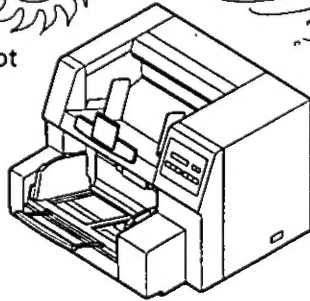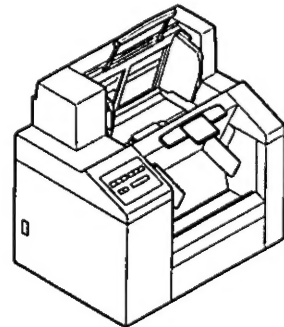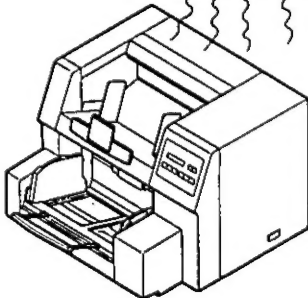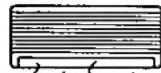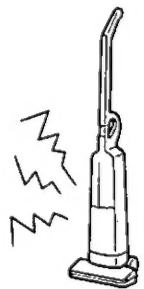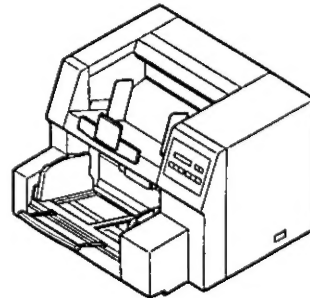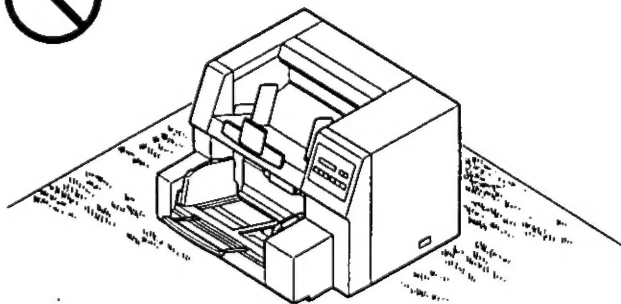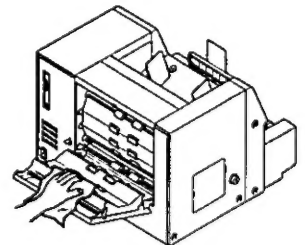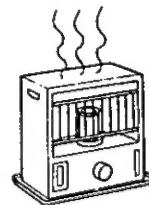
● Power Source

  ● Use a voltage level which does not vary more than ±10% from the voltage level marked on the name-plate (located on the rear of the scanner).
  ● Do not use an extension cord.
  ● This scanner should be connected to a grounded outlet.
  ● Do not use a line conditioner, transient suppressor or surge protector.

Component Identification

Exit tray stopper

Document guide

Front door release
It is inside the front door.

Hopper extension tray

Hopper

Exit tray guide
Use if they are needed.

Display panel

Panasonic

▼ ▲

HOPPER | IMPRINT | COUNTER | MENU | ESC | ENTER

HIGH SPEED SCANNER KV-SS855

Power switch

Pointer lever

SCSI connector
Use to connect the
scanner unit to the
personal computer.

Fan exhaust vent

AC inlet

Power cord

Back door
Open this door if
a paper jam occurs.

Back door release

Exit tray

Imprinter door
Use for attaching the
numbering unit and
ink cartridge.

ADF selector

Lamp door

Display Panel Instructions

Before scanning the document, perform the required settings on the display. Setting information and scanner conditions are shown on the display. When setting all of the items, confirm the next display on the LCD (Liquid Crystal Display).

R	e	a	d	y											
								1	1	:	2	2		1	2

Current time (After scanning, the counter amount will be displayed. If any key is pressed, the display will return to the current time.)

■Display panel and keys

Panasonic

▼ ▲

HOPPER | IMPRINT | COUNTER | MENU | ESC | ENTER
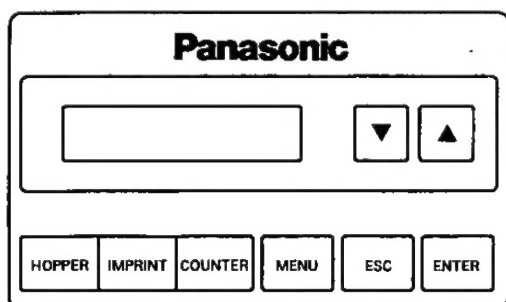
HOPPER : Press when changing the hopper position to the next position.

IMPRINT : Press when changing the numbering print.

COUNTER : Press to change the counter.

MENU : Press when changing the mode setting.

ESC : Press to escape each setting to the previous mode.

ENTER : Press to enter each setting.

Up to 32 characters can be displayed during scanning or setting.

■Setting the hopper position

When scanning each document, the hopper will set to rise to the best position.

1 Press the hopper key.
- If the desired hopper position is shown on the display, go to step 3.

H	o	p	p	e	r		P	o	s	i	t	i	o	n	?
							1	0	0	0	p	a	g	e	s

2 Set the best hopper position using the hopper key.
- If the hopper key is pressed repeatedly, the display will change as follows.
  ┌→ 1000 pages → 200 pages → 1 page ┐

H	o	p	p	e	r		P	o	s	i	t	i	o	n	?
								2	0	0	p	a	g	e	s

3 Press the enter key.
- To return to the previous setting (in step 1), press the esc key.
- The scanner will return to the normal scanning position.

R	e	a	d	y											
								1	1	:	2	2		1	2

■Setting the counter

The number of pages scanned can be displayed on the LCD in 4 different ways.

1 Press the counter key.
- If the desired method is displayed on the LCD, then go to step 3.

D	i	s	p	l	a	y		C	o	u	n	t	e	r	?
											S	c	a	n	.

2 Select the desired method using the counter key.
- If the counter key is pressed repeatedly, the display will change as follows.

  ┌→ Scan → User → Daily → Total ┐

  Scan: After scanning one time, the scanner counter will be cleared.
  User: The user can clear the scanner counter when necessary.
  Daily: The scanner counter will be cleared everyday.
  Total: The total amount of scanned documents up to now will be displayed.

D	i	s	p	l	a	y		C	o	u	n	t	e	r	?
											D	a	i	l	y

3 Press the enter key.
- To return to the previous setting (in step 1), press the esc key.
- If you set "User" in step 2, the display will show as the one to the right.

R	e	a	d	y											
								1	1	:	2	2		1	2

U	s	e	r		C	o	u	n	t	e	r	?		
					C	l	e	a	r	=	E	N	T	E	R

4 To change the scanner counter to "0", press the enter key.
If the scanner counter does not change to "0", press the esc key.

R	e	a	d	y											
				.				1	1	:	2	2		1	2

■Setting the imprinter

Depending on the setting of "Setting the counter", the scanned document will be printed. The numbering unit option is required. If a personal computer is connected, there may be settings required on the personal computer as well.

1 Press the imprint key.
- **If the desired print information is displayed, go to step 3.**

P	r	i	n	t		D	a	t	a	?				
											C	o	u	n	t

2 Select the desired printing using the imprint key.
- **If the Imprint key is pressed repeatedly, the display will change as follows.**

  ┌─ Disable → Count → Date+Count ─┐
  └──────── Date+Time+Count ◄┘

Disable	:The unit will not print.
Count	:The scanned page number will be printed.
Date and Count	:The scanned date and page number will be printed.
Date, Time and Count	:The scanned date, time and page number will be printed.

P	r	i	n	t		D	a	t	a	?					
	D	a	t	e	+	T	i	m	e	+	C	o	u	n	t

3 Press the enter key.
- **To return the setting to the previous one (in step 1), press the esc key.**

R	e	a	d	y											
									1	1	:	2	2		1	2

■Entering the configuration mode

1 Press the menu key.
- **The configuration mode is entered.**
  To return to the normal scanning mode, press the esc key.

C	o	n	f	i	n	g	.		M	o	d	e		

2 Press the enter key.
- After entering the configuration mode, pressing the menu key repeatedly will change the LCD as follows. Select the desired mode using the menu key.

  → Set SCSI → Set Counter
  ┌ Set Imprinter ← Set Scanner ←
  └→ Clear Warning → Set Other Param.

  If the numbering unit option is not installed, "Set Imprinter" will not be displayed.

S	e	t		S	C	S	I									

■Setting the SCSI

You can set the SCSI ID, terminator and product ID. The product ID setting depends on the personal computer scanner application which you are using.

● Setting the SCSI ID

1 When "Set SCSI" is displayed, press the enter key.

S	C	S	I		I	D										
													N	o	.	6

2 Use the ▼ key or ▲ key to select the desired setting.
- The ▲ key moves to the next ID as shown below.
  The ▼ key moves to the previous ID.
  $0 \rightarrow 1 \rightarrow 2 \rightarrow 3 \rightarrow 4 \rightarrow 5 \rightarrow 6 \rightarrow 7$

S	C	S	I		I	D	?									
													N	o	.	7

3 Press the enter key.
- To return the setting to the previous one (in step 1), press the esc key.
- After entering the SCSI ID setting mode, pressing the menu key repeatedly will change the display as follows. Use the menu key to select the desired setting.
  → SCSI ID → Terminator → Product ID
- The new SCSI setting will be activated when the power is turned off and turned back on.

S	C	S	I		I	D										
													N	o	.	7

● Setting the terminator

1 Press the menu key until "Terminator" is displayed.

T	e	r	m	i	n	a	t	e	r	?						
												D	i	s	a	b	l	e

2 Use the ▼ key or ▲ key to select "Enable" or "Disable".

T	e	r	m	i	n	a	t	e	r	?				
											E	n	a	b	l	e

3 Press the enter key.
- The return to the previous setting (in step 1), press the esc key.

T	e	r	m	i	n	a	t	e	r					
									E	n	a	b	l	e

● **Setting the product ID**

1 Press the menu key until "Product ID" is displayed.

P	r	o	d	u	c	t		I	D					
								K	V	-	S	S	8	5	5

2 Use the ▼ key or ▲ key to select the desired unit.
- The ▲ key moves to the next setting as shown below.
  The ▼ key moves to the previous setting.

  ┌→ KV-SS855 → KV-SS25 → ⋯⋯ ─┐
  └─ ⋯⋯ ← KV-SS55EX ◄─────────┘

P	r	o	d	u	c	t		I	D	?				
								K	V	-	S	S	2	5

3 Press the enter key.
- To return to the previous setting (in step 1), press the esc key.

P	r	o	d	u	c	t		I	D					
								K	V	-	S	S	2	5

■Setting the counter

You can set the counter to one of the following.
User Counter   : The user can reset the counter.
Daily Counter   : The counter will be reset to "0" at the end of the day. (0:00 am or 4:00 am)
System Counter: The total amount of scanned documents up to now will be displayed. If you would like to change this setting, consult with your service dealer.

● **Setting the user counter**

1 Press the menu key until "Set Counter" is displayed.

S	e	t		C	o	u	n	t	e	r				

2 Press the enter key.

U	s	e	r		C	o	u	n	t	e	r			
							1	2	3	4	5		+	1

3 Press the enter key.

U	s	e	r		C	o	u	n	t	e	r			
						<	1	2	3	4	5	>	+	1

4 Use the ▼ key or the ▲ key to change the user counter amount.
  ● Pressing the ▼ key or ▲ key continuously will change the user counter amount by ten.

```
U s e r     C o u n t e r
                < 1 2 3 4 8 > + 1
```

5 Press the enter key.

```
U s e r     C o u n t e r ?
                    1 2 3 4 8 < + 1 >
```

6 Using the same procedure in step 4, change the scanner user counter extender.

```
U s e r     C o u n t e r ?
                    1 2 3 4 8 < + 4 >
```

7 Press the enter key.
  ● After making user counter changes, the display will show as shown to the right. Even if no changes are made, the display will also show as to the right. Go to step 8.
  ● To return to the previous setting (in step 2), press the esc key.

```
U s e r     C o u n t e r
                < 1 2 3 4 8 > + 4
```

```
U s e r     C o u n t e r ?
              C l e a r = E N T E R
```

8 Press the enter key.
  ● After entering the counter setting mode, pressing the menu key repeatedly will change the display as follows. Use the menu key to select the desired setting.
  ┌→ User Counter → Daily Counter ┐
  └─────────── System Counter ◄┘

```
U s e r     C o u n t e r ?
              C l e a r = E N T E R
```

● Setting the daily counter

1 Press the menu key until "Daily Counter" is displayed.

```
D a i l y   C o u n t e r
                      1 2 3 4 5
```

2 Press the enter key.

```
D a i l y   C o u n t e r ?
          C l e a r   a t   0 : 0 0
```

3 Use the ▼ key or ▲ key to set "0:00" or "4:00".

| D | a | i | l | y | | C | o | u | n | t | e | r | ? | |
| | | | C | l | e | a | r | | a | t | | 4 | : | 0 | 0 |

4 Press the enter key.
● To return to the previous setting (in step 1), press the esc key.

| D | a | i | l | y | | C | o | u | n | t | e | r | | | |
| | | | | | | | | | 1 | 2 | 3 | 4 | 5 |

● Checking the system counter

1 Press the menu key until "System Counter" is displayed.

| S | y | s | t | e | m | | C | o | u | n | t | e | r | | |
| | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |

2 Confirm the scanner counter and press the esc key.

| S | e | t | | C | o | u | n | t | e | r | | | | |

■Setting the scanner

You can set the following depending on the document's scanning condition.
Scanning Side   : Sets the scanning side.
Halftone Front   : Sets the gradation when scanning the front side of a document.
Halftone Back   : Sets the gradation when scanning the back side of a document.
Brightness Front   : Sets the density when scanning the front side of a document.
Brightness Back   : Sets the density when scanning the back side of a document.
Contrast Front   : Sets the contrast when scanning the front side of a document.
Contrast Back   : Sets the contrast when scanning the back side of a document.
Image Emphasis Front: Sets the resolution when scanning the front side of a document.
Image Emphasis Back : Sets the resolution when scanning the back side of a document.
Noise Reduction Front: Sets the noise reduction when scanning the front side of a document.
Noise Reduction Back : Sets the noise reduction when scanning the back side of a document.
Double Feed   : Sets whether or not to detect double feeding.
Feed Speed   : Sets the feed speed when a document is being scanned.

● Setting the scanning side

1 Press the menu key until "Set Scanner" is displayed.

| S | e | t | | S | c | a | n | n | e | r | | | | |

2 Press the enter key.

| S | c | a | n | n | i | n | g | | S | i | d | e | | |
| | | | | | | | | | | F | r | o | n | t |

3 Use the ▼ key or the ▲ key to select the desired scanning side.

- Pressing the ▲ key will show the next setting. Pressing the ▼ key will show the previous setting.

  ┌─→ Host → Front → Back ─┐

  Host : Follows the personal computer settings.
  Front: Scans the front side.
  Back : Scans the back side.

S	c	a	n	n	i	n	g		S	i	d	e	?	
												B	a	c	k

4 Press the enter key.

- To return to the previous setting (in step 2), press the esc key.
  The LCD will return to the display shown in step 1.

S	e	t		S	c	a	n	n	e	r				
											B	a	c	k

● Setting other scanning conditions

1 Press the menu key until the desired menu is displayed.
(See page 16.)

2 Use the ▼ key or ▲ key to select the desired condition.

3 Press the enter key.

- To return to the previous setting (in step 1), press the esc key.
  The LCD will return to the display "Set Scanner".

Scanning condition settings

Menu Change using the menu key.	Setting contents Pressing the ▲ key changes to the next option. Pressing the ▼ key changes to the previous option.	Confirming the setting Fix by pressing the enter key.
Halftone Front	→ Host → Binary → Bayer dither 64 → Halftone dot 32 ← Bayer dither 32 ← Halftone dot 16 → Error diffusion	`Halftone Front` `Bayer Dither 64`
Halftone Back	→ Host → Binary → Bayer dither 64 → Halftone dot 32 ← Bayer dither 32 ← Halftone dot 16 → Error diffusion	`Halftone Back` `Bayer Dither 64`
Brightness Front	→ Host → 1 → 2 → 3 → ⋯⋯ → 255	`Brightness` `Front        Host`
Brightness Back	→ Host → 1 → 2 → 3 → ⋯⋯ → 255	`Brightness` `Back       128`
Contrast Front	→ Host → 1 → 2 → 3 → ⋯⋯ → 255	`Contrast Front` `           2`
Contrast Back	→ Host → 1 → 2 → 3 → ⋯⋯ → 255	`Contrast Back` `         255`
Image Emphasis Front	→ Host → None → Low → Medium — Smooth ← High ←	`Image Emphasis` `Front     Smooth`
Image Emphasis Back	→ Host → None → Low → Medium — Smooth ← High ←	`Image Emphasis` `Back      Medium`
Noise Reduction Front	→ Host → None → 1×1 → 2×2 — 6×6 ← 5×5 ← 4×4 ← 3×3 ←	`Noise Reduction` `Front       None`
Noise Reduction Back	→ Host → None → 1×1 → 2×2 — 6×6 ← 5×5 ← 4×4 ← 3×3 ←	`Noise Reduction` `Back        1×1`
Double Feed	→ Host → Not detect → Detect	`Double Feed` `        Detect`
Feed Speed	→ Normal → Slow	`Feed Speed` `        Normal`

■Setting the imprinter

Sets the printing and printing position of the scanned document

● Setting the imprint data

1 Press the menu key until "Set Imprinter" is displayed

S	e	t		I	m	p	r	i	n	t	e	r		

2 Press the enter key

P	r	i	n	t		D	a	t	a	?				
	D	a	t	e	+	T	i	m	e	+	C	o	u	n	t

3 Use the ▼ key or the ▲ key to select the desired printing
- **Pressing the ▲ key changes to the next option.**
  Pressing the ▼ key changes to the previous option

  ┌→ **Disable → Count → Date+Count** ┐
  └────── **Date+Time+Count** ◄────┘

P	r	i	n	t		D	a	t	a	?				
						D	a	t	e	+	C	o	u	n	t

4 Press the enter key
- **After entering the imprint setting mode, pressing the menu key will change the display as follows Use the menu key to select the desired setting**

  ┌→ **Print Data → Print Position** ┐

- **To return to the previous setting (in step 2), press the esc key**

P	r	i	n	t		D	a	t	a					
						D	a	t	e	+	C	o	u	n	t

● Setting the print position

1 Press the menu key until "Print Position" is displayed

P	r	i	n	t		P	o	s	i	t	i	o	n	?	
	<		0	c	h	a	r	>		1	0		0	m	m

2 Use the ▼ key or the ▲ key to select the desired print position.

- The printout, by the display shown above, will print starting 10.4 mm from the top of the paper, but this position can also be changed by the print position setting.

Top of the paper

10 mm

ABCD

10.4 mm

Top of the printout that is set newly
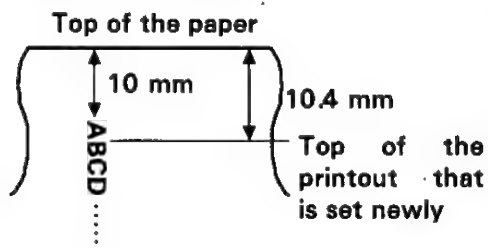
For the setting shown on the right, the " B" position will become the beginning of the printout.

P	r	i	n	t		P	o	s	i	t	i	o	n	?
	<		1	c	h	a	r	>		1	0	.	4	m	m

3 Press the enter key.

- To return to the previous LCD setting (in step 1), press the esc key.

P	r	i	n	t		P	o	s	i	t	i	o	n		
	<		1	c	h	a	r	>		1	0	.	4	m	m

■Clearing the warnings

You can clear the following warnings on the display.

Clean Roller : The alarm tells you it is time to check the roller. If it is near 100%, clean the roller. See "Cleaning the Unit" on page 31.

Replace Roller : The alarm tells you the roller needs to be changed. If it is near 100%, replace the paper feed roller module and retard roller module. See "Replacing the Roller Modules" on page 36 .

Replace F-Lamp: The alarm tells you the front side scanning lamp needs to be changed. If it is near 100%, ask your dealer to replace the front side lamp module.

Replace B-Lamp: The alarm tells you the back side scanning lamp needs to be changed. If it is near 100%, ask your dealer to replace the back side lamp module.

● To clear the roller cleaning

1 Press the menu key until "Clear Warning" is displayed.

C	l	e	a	r		W	a	r	n	i	n	g		

2 Press the enter key.

C	l	e	a	n		R	o	l	l	e	r		
	2	0	%		C	l	e	a	r	=	E	N	T	E	R

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3 Press the enter key.
- To return to the previous setting (in step 2), press the esc key.
  The LCD will return to the display shown in step 1.
- After entering the warning display mode, pressing the menu key will change the display as follows. Use the menu key to select the desired setting.

  ┌→ Clean Roller → Replace Roller ┐
  │ ┌── Replace F-Lamp ←──────────┘
  └→ Replace B-Lamp ──────┘

C	l	e	a	n		R	o	l	l	e	r		
		0	%		C	l	e	a	r	=	E	N	T	E	R

● To clear other warnings

1 Press the menu key until the desired warning is displayed.

Warning display for replacing the roller

R	e	p	l	c	e		R	o	l	l	e	r		
	2	0	%		C	l	e	a	r	=	E	N	T	E	R

Warning display for replacing the front side lamp module

R	e	p	l	c	e		F	-	L	a	m	p		
	2	0	%		C	l	e	a	r	=	E	N	T	E	R

Warning display for replacing the back side lamp module

R	e	p	l	c	e		B	-	L	a	m	p		
	2	0	%		C	l	e	a	r	=	E	N	T	E	R

2 Press the enter key.
- To return to the previous setting (in step 1), press the esc key.
  The LCD will return to the "Clear Warning" display.

Warning display for replacing the roller

R	e	p	l	c	e		R	o	l	l	e	r		
		0	%		C	l	e	a	r	=	E	N	T	E	R

Warning display for replacing the front side lamp module

R	e	p	l	c	e		F	-	L	a	m	p		
		0	%		C	l	e	a	r	=	E	N	T	E	R

Warning display for replacing the back side lamp module

R	e	p	l	c	e		B	-	L	a	m	p		
		0	%		C	l	e	a	r	=	E	N	T	E	R

■Setting other parameters

The following parameters can be set.

Language: Sets the display language (English, Japanese).

Buzzer   : Sets whether a bell rings or not. If set to "ON", the following will occur.
When pressing a button, one short beep will be heard.
When there is an error, 4 short beeps will be heard.
When scanning is completed correctly, one long beep will be heard.

Date   : Sets the current date.

Time   : Sets the current time.

Version : Displays the unit version.

● Setting the language

1 Press the menu key until "Set Other Param." is displayed.

S	e	t		O	t	h	e	r		P	a	r	a	m	.

2 Press the enter key.

L	a	n	g	u	a	g	e								
					E	n	g	l	i	s	h		エ	イ	コ゛

3 Use the ▼ key or the ▲ key to select "English" or "Japanese".

L	a	n	g	u	a	g	e	?							
	J	a	p	a	n	e	s	e				ニ	ホ	ン	コ゛

4 Press the enter key.
● To return to the previous setting (in step 2), press the esc key.
After entering the other parameter setting mode, pressing the menu key will change the display as follows. Use the menu key to select the desired setting.

┌→ Language → Buzzer → Date ┐
└─── Version ← Time ←───┘

L	a	n	g	u	a	g	e								
	J	a	p	a	n	e	s	e				ニ	ホ	ン	コ゛

● Setting the buzzer

1 Press the menu key until "Buzzer" is displayed.

B	u	z	z	e	r								
												O	N

2 Use the ▼ key or the ▲ key to se-lect "ON" or "OFF".

B	u	z	z	e	r	?							
											O	F	F

3 Press the enter key.
● **To return to the previous setting (in step 1), press the esc key.**

B	u	z	z	e	r								
											O	F	F

● Setting the date

1 Press the menu key until "Date MM/DD/YYYY" is displayed.
● **MM is the month, DD is the day, and YYYY is the year.**

D	a	t	e			M	M	/	D	D	/	Y	Y	Y	Y
						0	1	/	0	1	/	1	9	9	8

2 Press the enter key.

D	a	t	e	(	M	o	n	t	h	)	?				
						0	1	/	0	1	/	1	9	9	8

3 Use the ▼ key or the ▲ key to se-lect the desired setting.

D	a	t	e	(	M	o	n	t	h	)	?				
						1	2	/	0	1	/	1	9	9	8

4 Press the enter key.
● **If you do not need to change the month, press the esc key.**
The LCD will change to the display shown in step 6.

D	a	t	e	(	D	a	y	)	?						
						1	2	/	0	1	/	1	9	9	8

5 Using the same method in step 3, set the desired day.

D	a	t	e	(	D	a	y	)	?						
						1	2	/	1	5	/	1	9	9	8

6 Press the enter key.
- If you do not need to change the day, press the esc key.
  The LCD will change to the display shown in step 2.

D	a	t	e	(	Y	e	a	r	)	?				
							1	2	/	1	5	/	1	9	9	8

7 Using the same method in step 3, set the desired year.

D	a	t	e	(	Y	e	a	r	)	?				
							1	2	/	1	5	/	1	9	9	7

8 Press the enter key.
- If you do not need to change the year, press the esc key.
  The LCD will change to the display shown in step 1.

D	a	t	e			M	M	/	D	D	/	Y	Y	Y	Y
						1	2	/	1	5	/	1	9	9	7

● Setting the time

1 Press the menu key until "Time" is displayed.

T	i	m	e											
											1	2	:	0	0

2 Press the enter key.

T	i	m	e	(	H	o	u	r	)	?				
											1	2	:	0	0

3 Using the ▼ key or the ▲ key, set the desired hour.
- The time is shown in military time (24:00).

T	i	m	e	(	H	o	u	r	)	?				
											1	4	:	0	0

4 Press the enter key.

T	i	m	e	(	M	i	n	u	t	e	)	?		
											1	4	:	0	0

5 Using the same method in step 3, set the desired minutes.

T	i	m	e	(	M	i	n	u	t	e	)	?		
											1	4	:	3	5

6 Press the enter key.
- When the hour is changed, the seconds are cleared to "0".
- To return to the previous setting (in step 1), press the esc key.

T	i	m	e											
										1	4	:	3	5

● Checking the version

1 Press the menu key until "Version" is displayed.
- S1.00 :Displays the SCSI firmware version.
  M1.00:Displays the mechanical control firmware version.
  N1.00:Displays the numbering firmware version.
  If a numbering unit is not installed, the entry will remain empty.

V	e	r	s	i	o	n								
	S	1	.	0	0	M	1	.	0	0	N	1	.	0	0

2 After confirming the entry, press the menu key, then the esc key.
- Pressing the Menu key will display the above right display.
- Pressing the esc key will display the bottom right display.

L	a	n	g	u	a	g	e							
				E	n	g	l	i	s	h		エ	イ	ゴ

S	e	t		O	t	h	e	r		P	a	r	a	m	.

Loading a Document

1 Documents that have been stapled together or have been sitting together (as in a file folder) for some time will need to be separated.
①Fan the stack of document to separate all edges.
②Hold both ends of the document and bend the documents as shown in the illustration to separate the centers.
③Hold the documents firmly and pull them apart as shown in the illustration to straighten.
Repeat these steps as necessary.
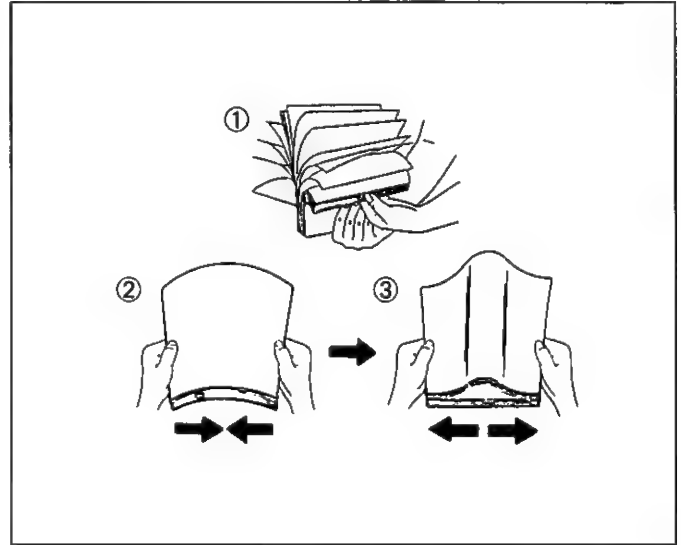
2 Carefully align the documents.

3 Adjust the document guides to accommodate a size which is slightly larger than the actual document size.

● **Depress the document guide stopper to conduct this adjustment.**

Document guide

Document guide stopper

Magnification of document guide
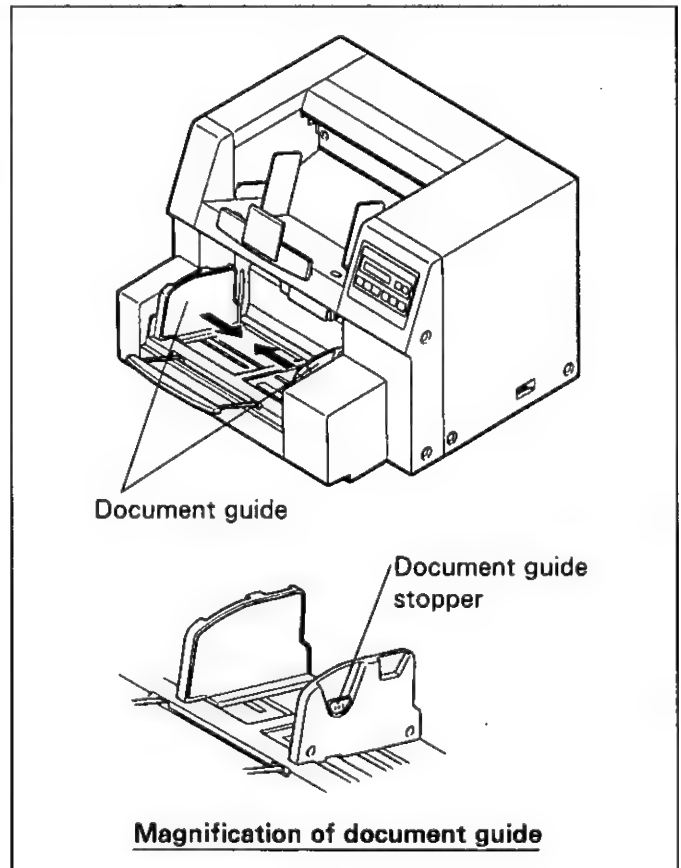
4 Place the documents on the document hopper with the side to be scanned facing up, then push them in the direction of the arrow until they stop.

● Be sure to place the documents on the document hopper in the lengthwise direction (see figure at right).
The amount of documents should not exceed the limit mark on the document guide. This may cause a paper jam or skew.

Portrait
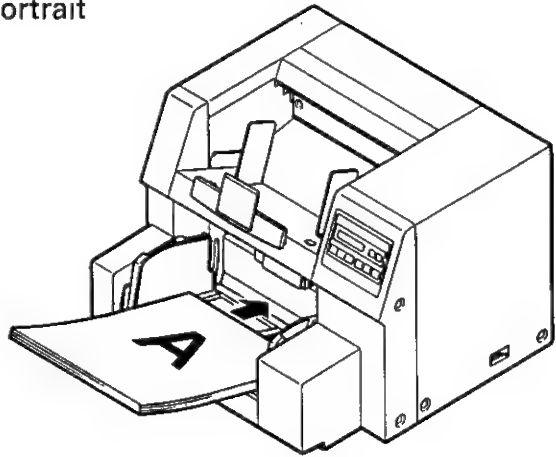
Fill indicator
(Limit mark)

⬆
1000
PAGES

200
PAGES
⬇

Landscape
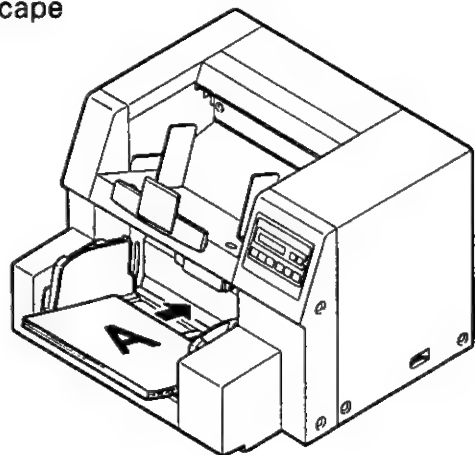
5 Adjust the document guides to fit the size of the documents to be scanned.

● **Accurately adjust the document guides to the document by following the same procedure as in step 3.**
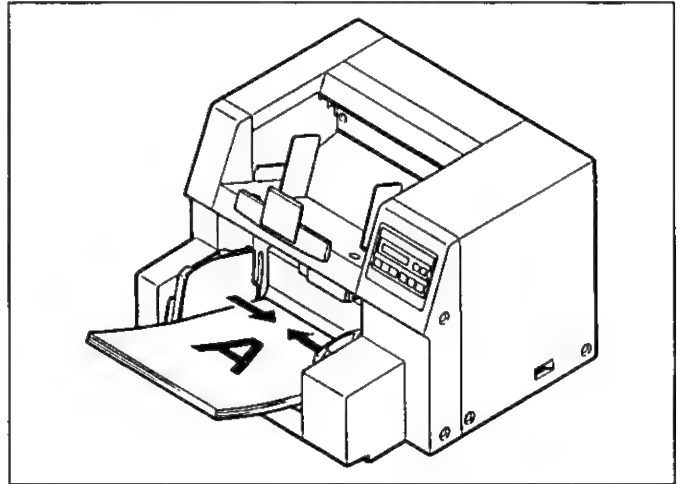
6 When using long size paper, pull out the hopper extension tray from the hopper and exit tray stopper from the front door as shown in the diagram to the right.

● **Also adjust the exit tray stopper position for long size paper.**

Exit tray stopper

Hopper extension tray
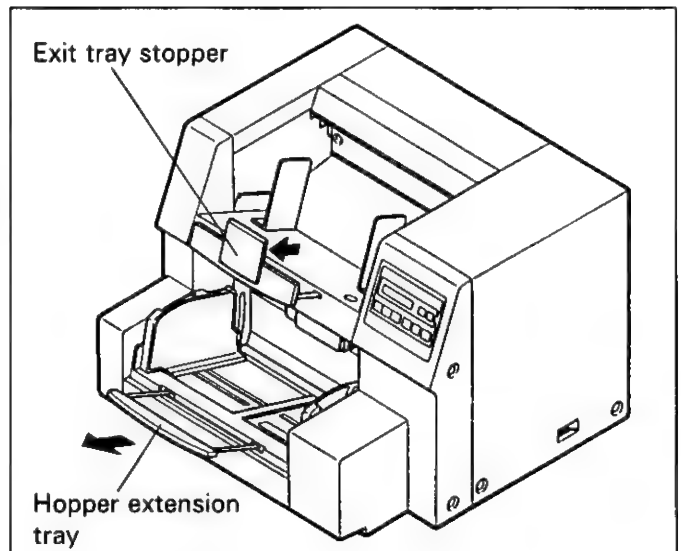
Caution :
● For thin or thick paper, scan the document after selecting "1 page" by the hopper key. Also, remove the document from the exit tray after it is scanned.
● The scanner will accept 13 to 42 lb paper for continuous scanning and 11 to 42 lb paper for a single scan.
● Use the slow speed mode to scan thin, creased, or damaged documents.
● When scanning thin documents, be sure to use less than 500 sheets.
● When scanning copying paper such as carbon or carbonless paper, select "1 page" by the hopper key and scan it.
● Install the document while taking care that it does not exceed the fill indicator (limit mark).
● Be sure to remove the document from the exit tray after it is scanned.
● In cases where very fragile documents are to be scanned, it is recommended to make a copy and use the copy to scan into the unit.

Types of Documents to Avoid :
● OHP sheets, other plastic film, cloth, or metallic sheets.
● Paper with irregularities such as tabs, staples, paste etc.
● Documents with wet ink.
● Thick or irregular documents such as envelopes, paste, ups, etc.
● Copying paper such as carbons or carbonless paper. (Chemically treated carbonless forms)
   Note: Scanning chemically treated paper will result in premature wear of paper feed roller.
● Damaged or wrinkled documents.
● Unusually shaped documents.
● Tracing paper.

Others

■Scanning copying paper (such as carbon or carbonless paper)

When scanning copying paper, select "1 page" by the hopper key. (See page 8.)
Because it cannot be scanned using continuous mode.
When setting the copying paper on the hopper, be sure that the document reaches the feed roller.
Document scanning can be performed from a personal computer according to the setting on the PC.

■How to select the paper path for scanned document

To select the front, set the pointer lever to the lower side.
To select the straight path pass through to the back, set the pointer lever to the upper side.

Pointer lever

The pointer lever is located on the back side of the scanner.
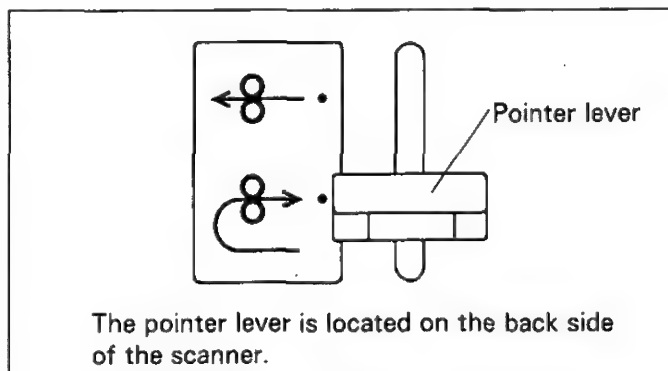
■When multiple-sheet feeding occurs

When multiple-sheet feeding occurs, adjust the ADF selector.
● The factory pre-set is "4".
● If the paper is thin, set to "5". If the document continues to multiple feed, increase the selector level by one until the problem is corrected.
  ● **When the top side of a thin document is damaged (torn, creased, etc.), set to "3" and the document will insert easier.**
  The amount of overlap for the separator and retard rollers is as follows.

ADF selector	Overlap
1	0 mm
2	0.1 mm
3	0.2 mm
4	0.3 mm
5	0.4 mm
6	0.5 mm
7	0.6 mm

● If the paper is thick, set to "3". If the document continues to multiple feed, decrease the selector level by one until the problem is corrected.

ADF selector

The ADF selector is located on the left side of the scanner.
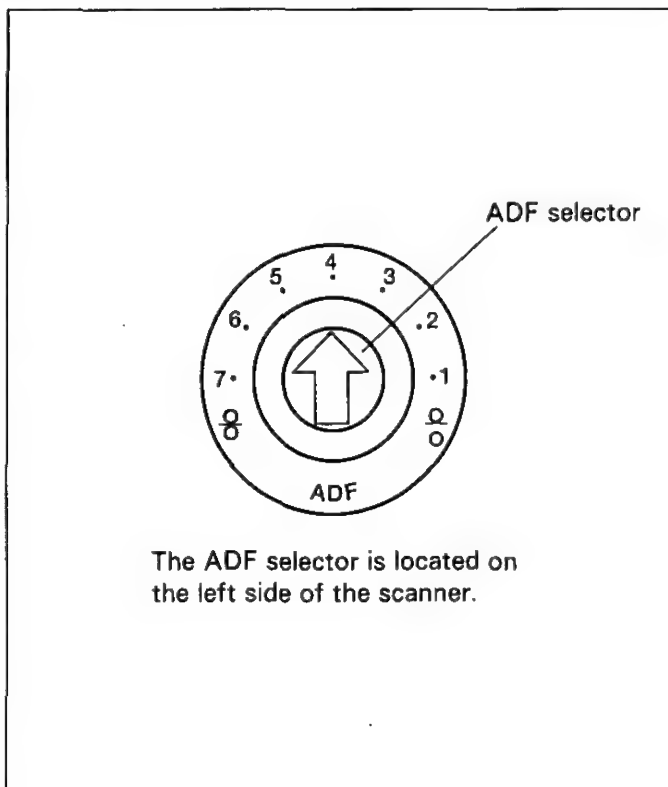
■How to use the patch sheet

If the patch sheet is used, the documents under the patch sheet are scanned in accordance with the patch code on the patch sheet regardless of scanning condition that is selected previously.

● Multiple patch sheets can be used.
● When using a patch sheet, the application software required depends on the patch sheet.

Caution

● Make a copy of the patch sheet with a copy machine and use the copy. Store the original patch sheet in a safe place to keep it from getting dirty or losing it.
● Use the same size patch sheet as the scanning document.
● When copying the patch sheet, do not enlarge or decrease the copy size.
  The copied sheet's pattern should the same size as the original sheet's pattern. Use the same density. Also, be careful the copy is not dirty. If the copy's density is too thin (or too thick), it may not scan properly.
● When copying the patch sheet, if the pattern falls in the area from the top side of the document to 25 mm, adjust the copy. Also, copy the patch sheet so that the pattern lies in the center of the copy.
● Be careful not to get the patch sheet dirty. Do not fold or crease the patch sheet. Scanning will not be performed properly.
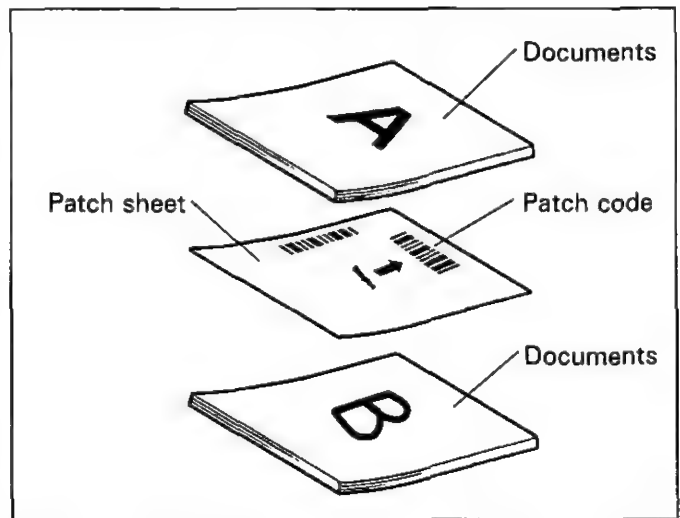
Clearing Paper Jams

Torn documents, thin documents or documents that are creased at the leading edge may cause paper jamming. If a paper jam occurs ("U xx JAM" will be displayed on the LCD), remove the jammed sheet according to the following procedure.

● **Removing paper jams from the scanner**

Use your fingers to hold down the front door release. After opening the front door, pull the jammed document toward the front.

Front door

Front door release
(It is inside of the front door.)
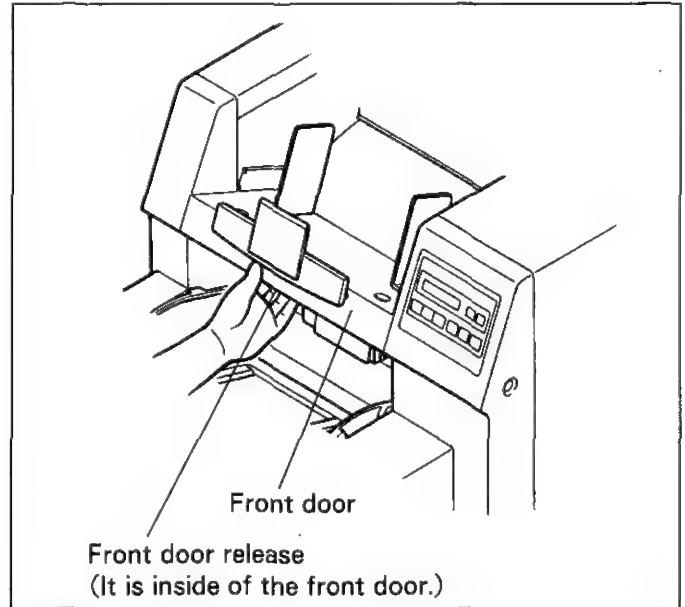
● **Removing paper jams from the exit tray**

If jammed document appears at the exit tray side, open the back door a little and pull it toward forward.
(See page 30.)

Exit tray
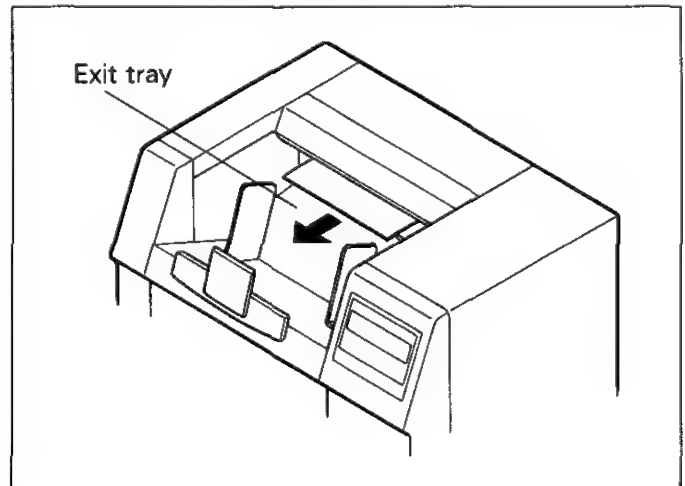
● If the paper cannot be removed by pulling it forward

Open the back door by holding down the back door release, and remove the jammed document.

Back door
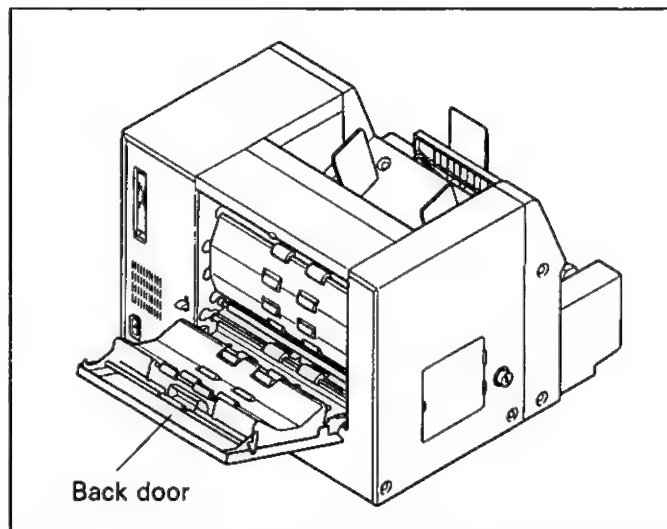
Cleaning the Unit

Outside of the unit :
● At least once a month

1 Turn the power OFF.

2 Clean the cover with a soft cloth.

3 Remove dirt and dust from the fan exhaust vent with a brush.

Inside the scanner :
● Clean the unit at least once a week or when 50,000 sheets have been scanned, whichever comes first.
● Clean the rollers and paper sensors if paper jamming or multiple-sheet feeding is a frequent occurrence.
● Clean the scanning section glass and white reference plate when black or white lines appear on the scanned images.
● If the documents you are scanning are dirty, then the scanner parts will become dirty as well. To maintain proper scanning, clean the scanner frequently.

Cleaning the rollers

1 Turn the power off.

2 Use your fingers to hold down the front door.
   ● **The front door now opens slowly.**

Front door

Front door release
(It is inside of the front door.)
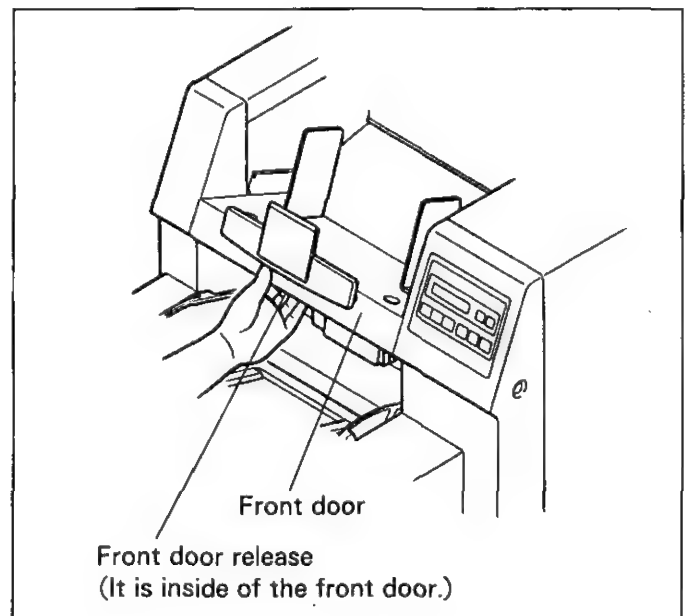
3 Remove the paper feed roller module and retard roller module. (See section "Replacing the Roller Modules" on page 36.)

Paper feed roller module
(Retard roller module is under the paper feed roller module.)
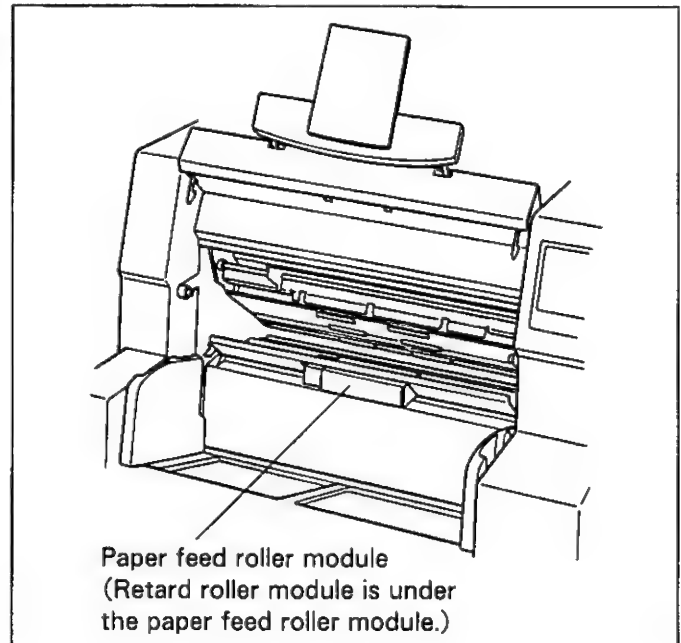
4 Use the accessory roller cleaning paper to wipe off the dirt on the surfaces of the paper feed roller and separator roller.

● When wiping off the dirt on the roller surfaces, hold the rollers to prevent them from rotating, and wipe the rollers all the way around them proceeding from one end to the other in the directions of the arrows shown in the diagram to the right.

Separator roller
Separator roller
Paper feed roller
Wipe off in the arrow direction.
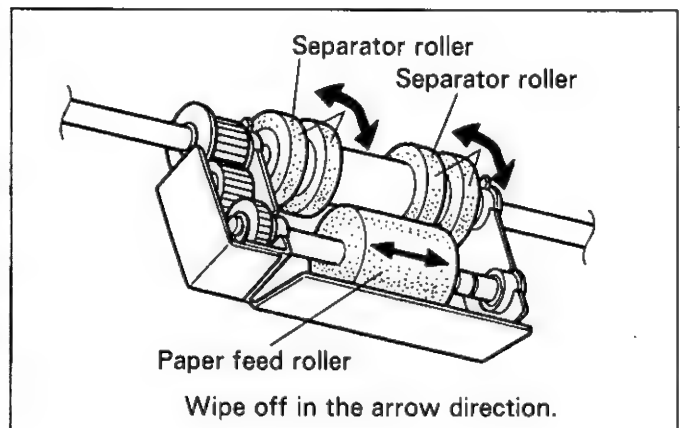
5 Following the same procedure as in step 4, use the accessory roller cleaning paper to wipe the surface of the retard roller all the way around it proceeding from one end to the other in the directions of the arrows shown in the diagram to the right.

Retard roller
Wipe off in the arrow direction.
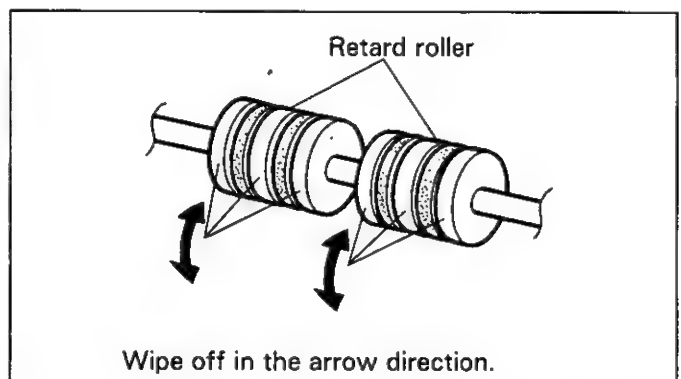
6 Clean the six metal carrier rollers using the brush.
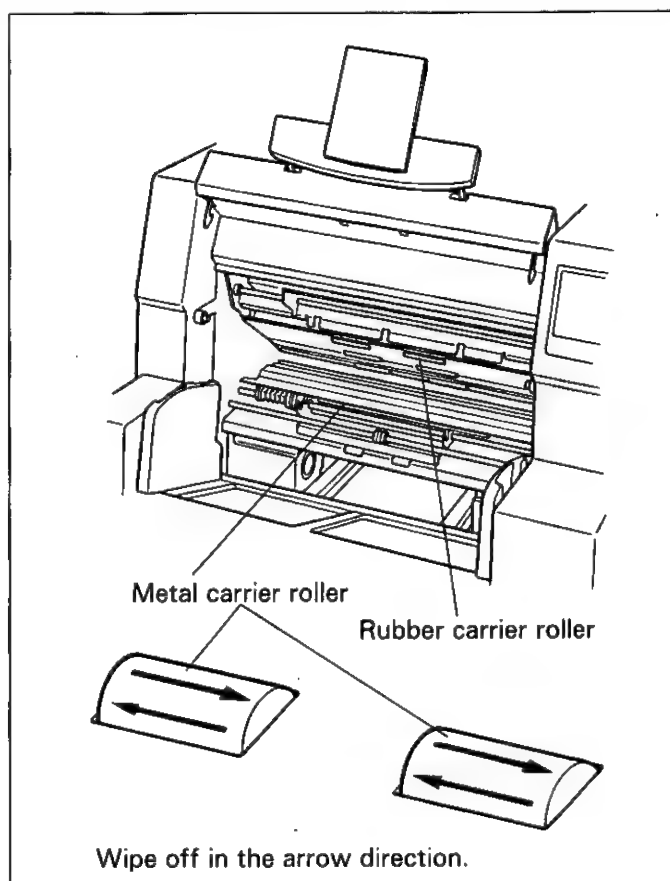
Metal carrier roller

Rubber carrier roller

Wipe off in the arrow direction.

7 Following the same procedure as in step 4, use the accessory roller cleaning paper to wipe the surface of the rubber carrier rollers all the way around it proceeding from one end to the other in the directions of the arrows shown in the diagram to the right.

Rubber carrier roller

Wipe off in the arrow direction.
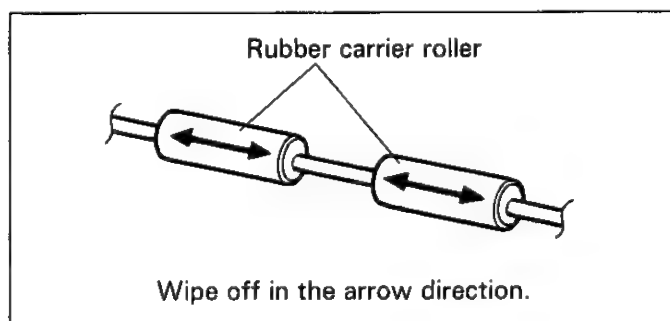
8 Install the paper feed roller module and retard roller module, then close the front door. (See section "Replacing the Roller Modules" on page 36.)

9 After opening the back door by holding down the back door release, following the same procedure as in step **4**, use the accessory roller cleaning paper to wipe the surface of the rubber carrier rollers all the way around it proceeding from one end to the other in the directions of the arrows shown in the diagram to the right.

Back door

Rubber carrier roller

Wipe off in the arrow direction.
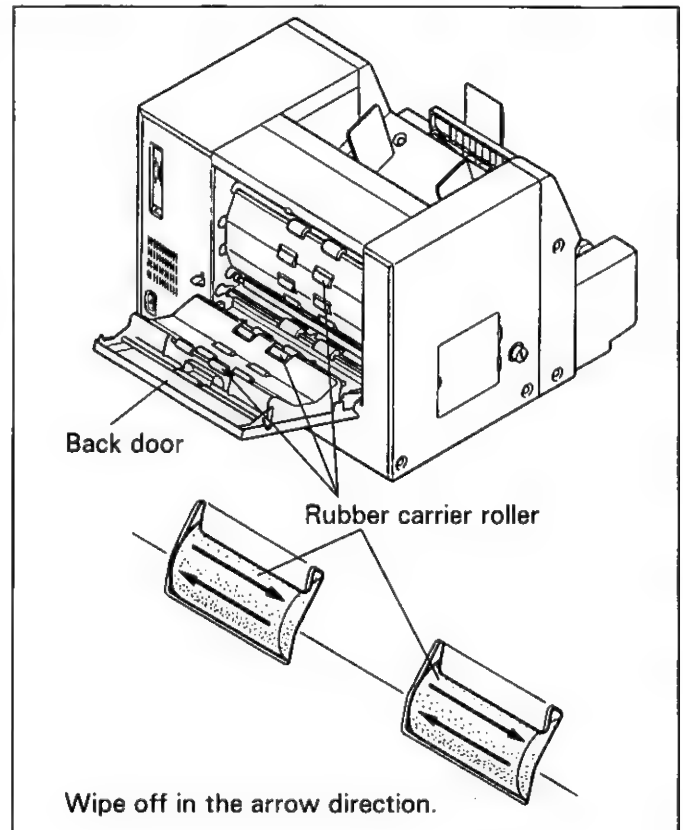
Cleaning the scanning section glass and white reference plate

1 Turn the power off.

2 Use your fingers to hold down the front door release.

● **The front door now opens slowly.**

Front door

Front door release
(It is inside of the front door.)
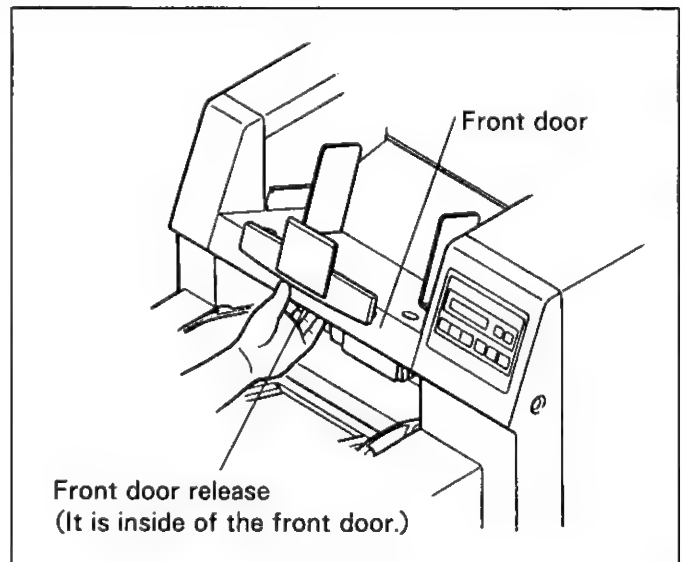
3 Clean the scanning section glass and white reference plate using the accessory roller cleaning paper.

Scanning section glass   White reference plate
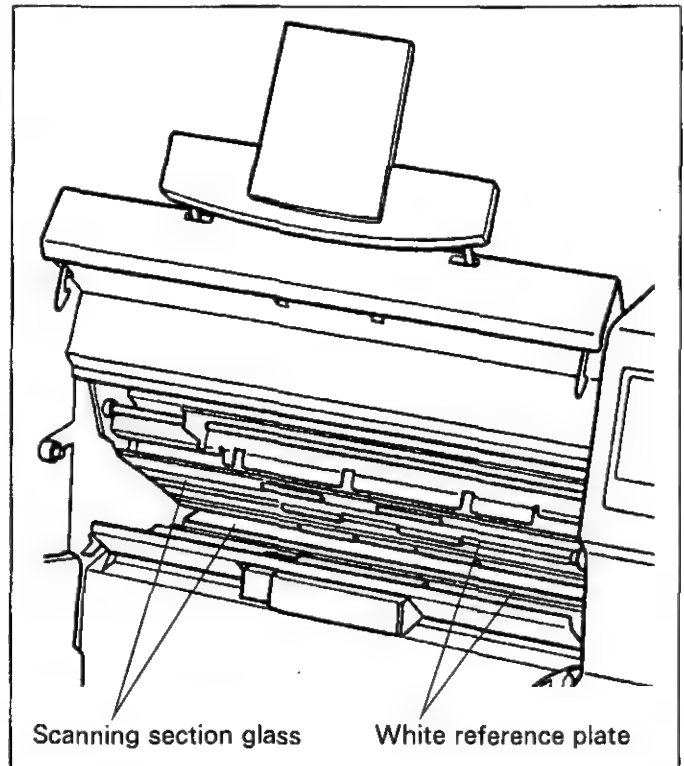
4 Close the front door.

Note for the roller cleaning paper;

Open the bag by the dotted line and take the roller cleaning paper out.
● If the opened bag is left open for a period of time, the alcohol will vaporize. Please use the roller cleaning paper immediately after opening the bag.

Dotted line
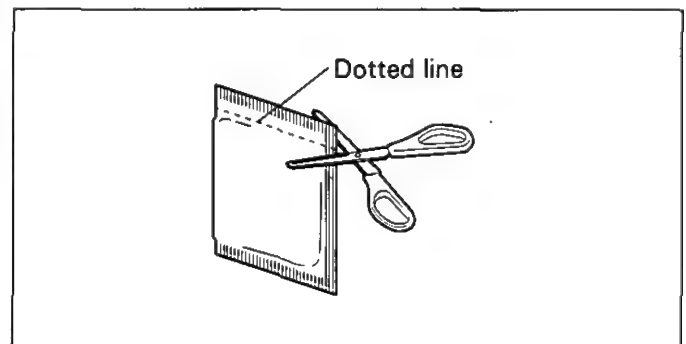
※The roller cleaning paper (Model No. KV-SS03) is available from the dealer where you purchased your scanner.
For supplies and accessories: 1-800-346-4768

Replacing the Roller Modules

■Replacing the paper feed roller module

1 Turn the power off.

2 Use your fingers to hold down the front door release.

● **The front door now opens slowly.**

Front door

Front door release
(It is inside of the front door.)
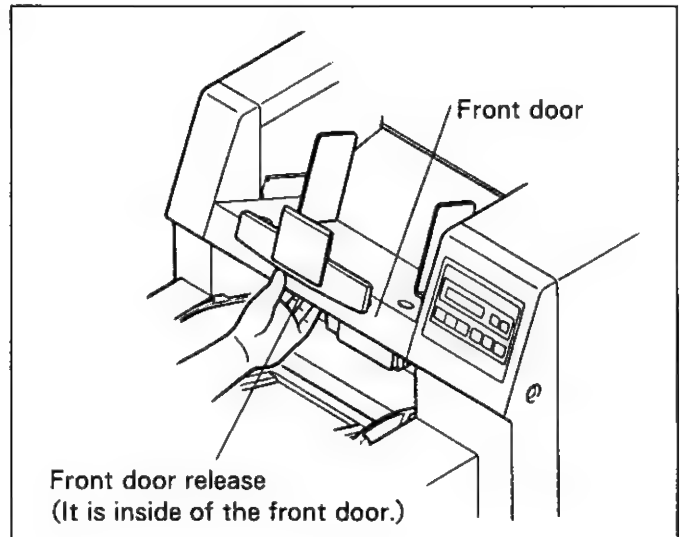
3 Use your fingers to push up the two levers at both ends of the paper feed roller module.

Paper feed roller module
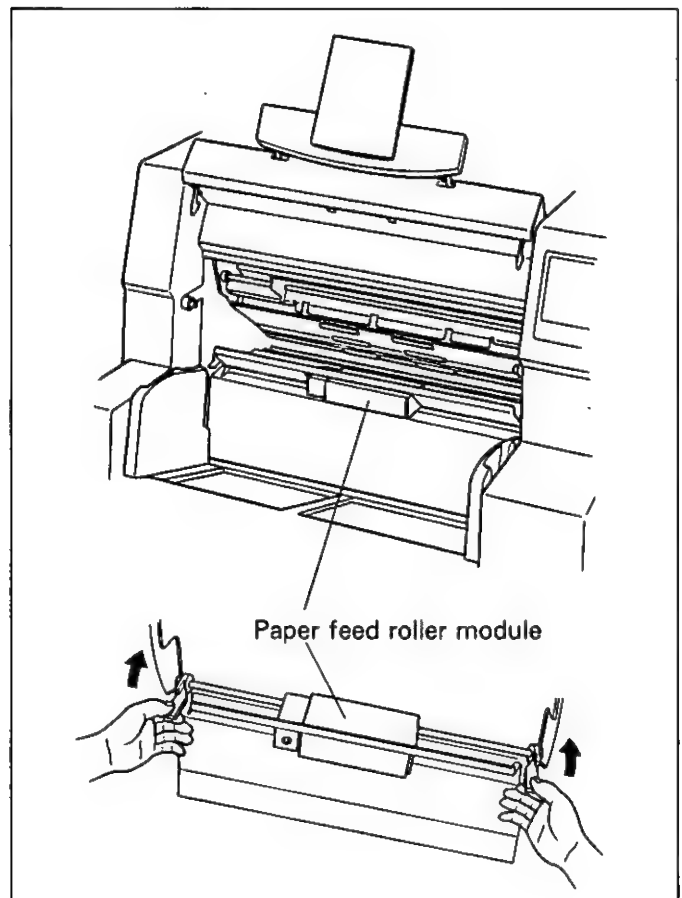
4 Draw the paper feed roller module toward you and remove it starting with its left side.
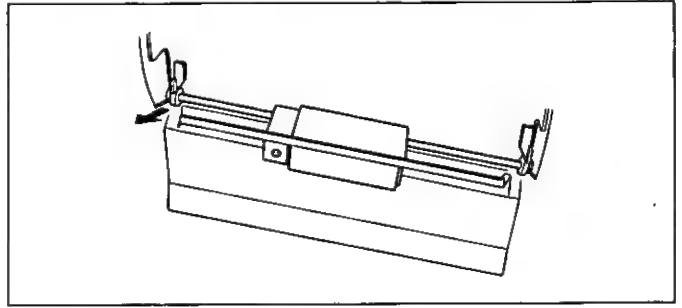
5 Open the optional "Roller Exchange Kit (KV-SS041), and take out the paper feed roller module. For supplies and accessories: 1-800-346-4768

6 Install the new paper feed roller module with its gears on the right side and its bearing into the guide groove of the side chassis in the scanner, and push down the levers at both ends until they click into position.

● Insert the paper feed roller module in the scanner starting with its right side, and follow the sequence of ① through ④ for installation.
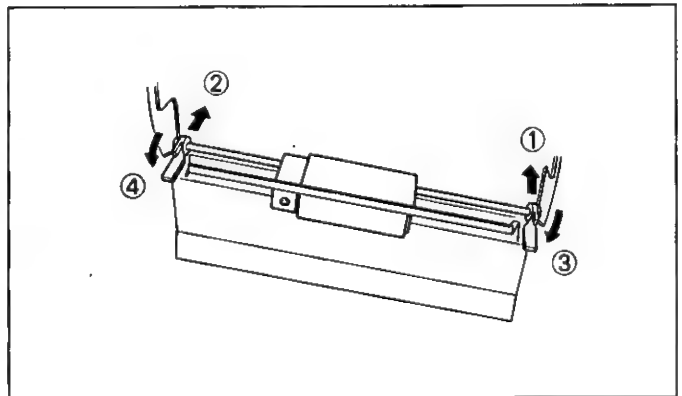
7 Close the front door.
● Push the front door down slowly until it clicks into position.

■Replacing the retard roller module

The retard roller module is located underneath the paper feed roller module. Before replacing this module, the paper feed roller module must be removed first.

1 Follow steps 1 through 4 in "Replacing the paper feed roller module" to remove the paper feed roller module.

2 Hold the paper feed cover using both hands, pull it slightly toward you, and lift to remove it.

● When the paper feed cover is pulled toward you, the click-stop mechanism will be released.
● Follow the sequence of ① and ② for removal.

Paper feed cover
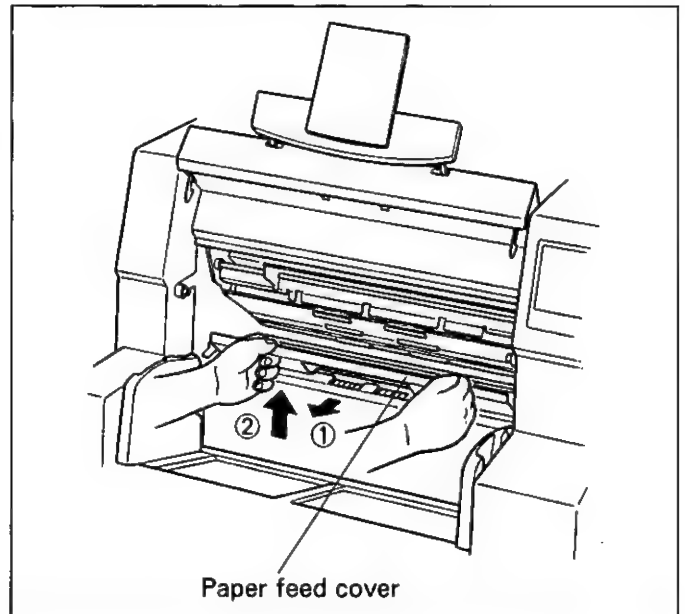
3 Use your fingers to push up the two levers at both ends of the retard roller module.
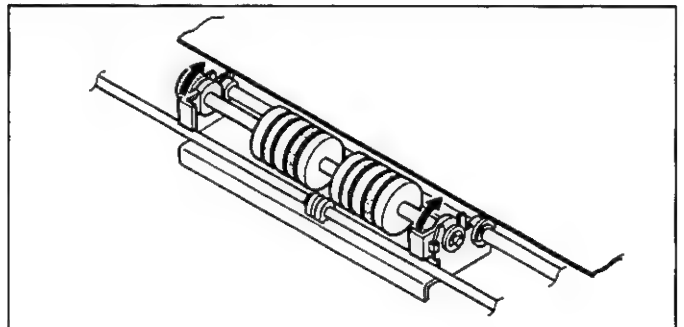
4 While pushing down the metal holder of the retard roller module, remove the retard roller module.
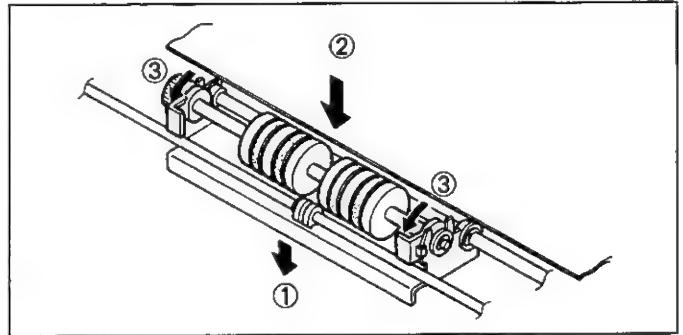
● Follow the sequence of ① and ② for removal.
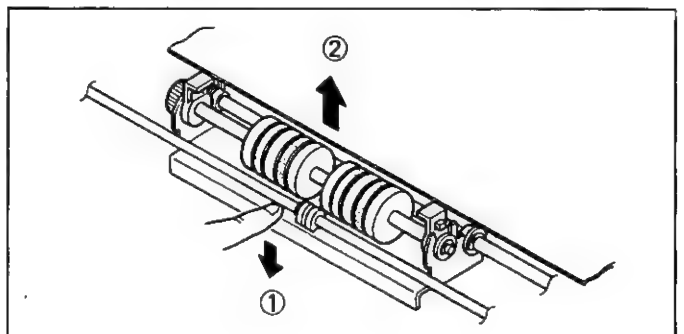
5 Take out the retard roller module in the optional "Roller Exchange Kit (KV-SS041)".
For supplies and accessories:
1-800-346-4768

6 While pushing down the metal holder of the retard roller module, install the new retard roller module in the scanner, and push down the levers at both ends until they click into position.

● **Follow the sequence of ① through ③ for installation.**

7 Hold the paper feed cover using both hands, install it in the scanner, and push it into place until you hear a clicking sound.

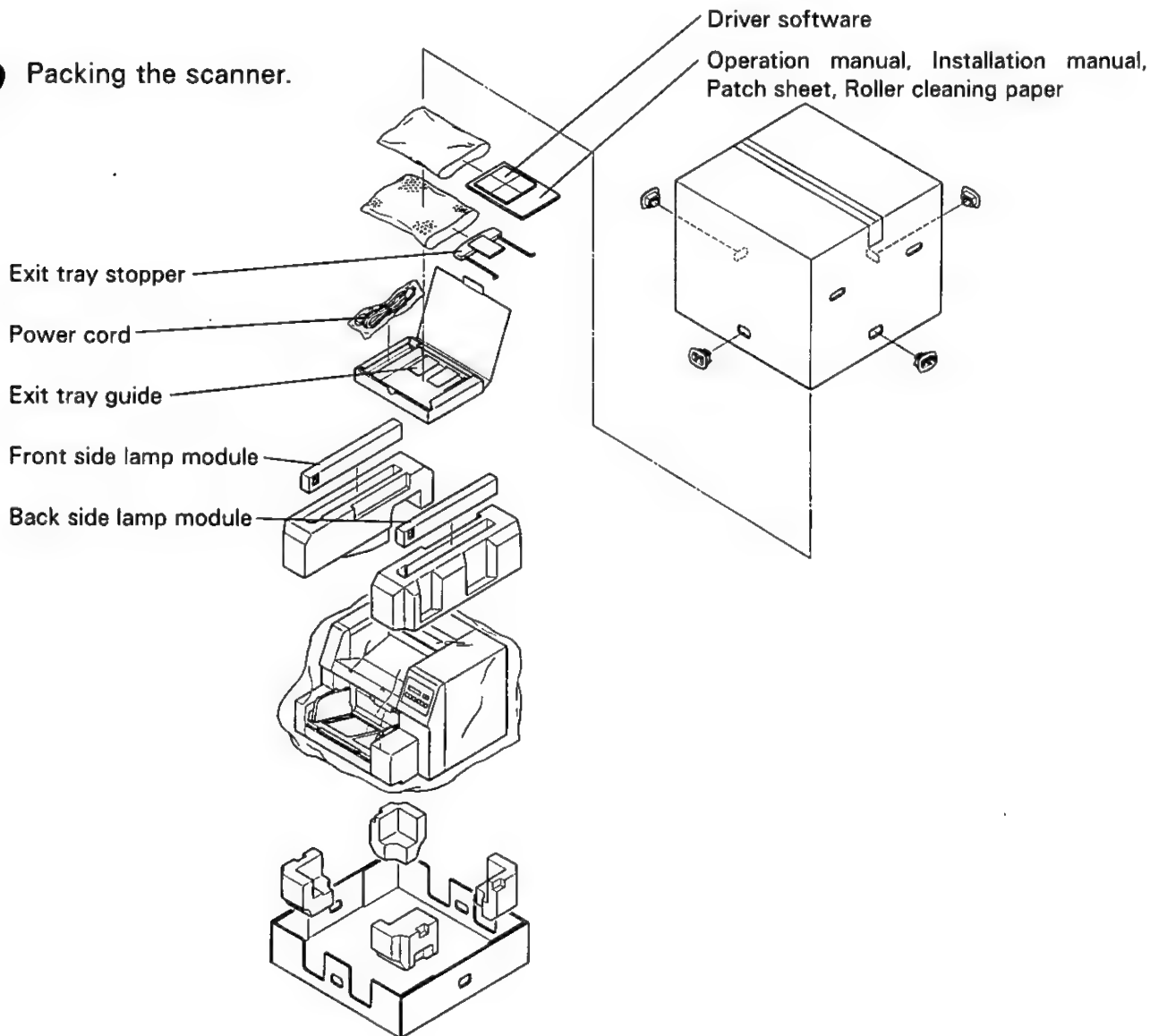● **Follow the sequence of ① and ② for installation.**
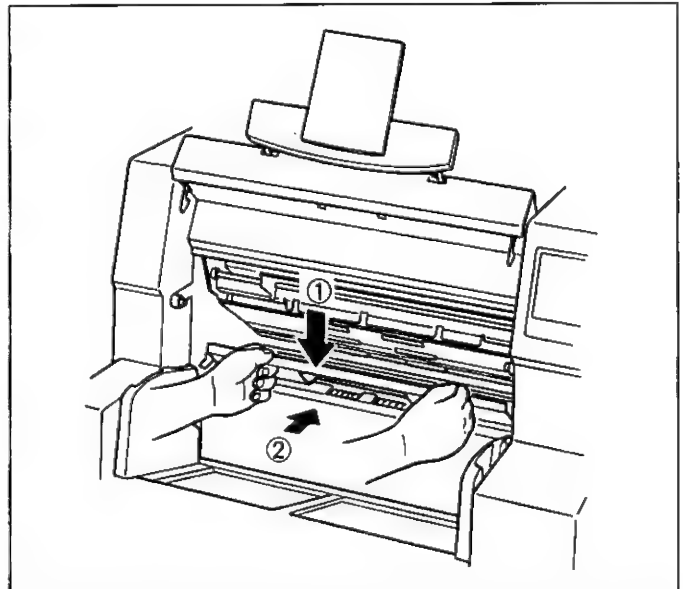
8 Install the paper feed roller module which was removed in step **1**, and close the front door which was opened.

● **For details on how to install the paper feed roller module, refer to steps 6 and 7 in "Replacing the paper feed roller module".**

Repacking Instructions

It is highly recommended that you keep the original carton and ALL packing materials. Should you need to transport or ship your scanner, please follow these instructions.

Please Note :

● Please use the original carton and all of the original packing materials. If you do not have the original packing material, these are available from Panasonic. Please refer to your servicing dealer, or call 1-800-833-9626.
● Improper repacking of the scanner may result in a service charge to repair the unit.
● The scanner should be handled in the upright (vertical) position.

Material Required :
● Original Scanner Carton & Packing Materials
● Shipping Tape and Scissors

1 Disconnect your scanner from the electrical outlet and the SCSI interface cable.

2 Packing the scanner.

Driver software

Operation manual, Installation manual, Patch sheet, Roller cleaning paper

Exit tray stopper

Power cord

Exit tray guide

Front side lamp module

Back side lamp module

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Specifications

Item	Model No.		KV-SS855
Scanner	Scanning face		Duplex scanning
	Scanning method		Front side : CCD image sensor Back side : CCD image sensor
	Readout speed		Simplex scanning : Approx. 85 sheets/min. (Letter, fed length-wise, 200 dpi) Duplex scanning : Approx. 80 sheets/min. (Letter, fed length-wise, 200 dpi)
	Resolution		Main scanning direction : 100 ~ 400dpi (10 dpi step) Sub-scanning direction : 100 ~ 400dpi (10 dpi step) (As same as main scanning direction) mode
	Tonal gradation		Binary mode, Grayscale mode (4/8 bit), 64-step gradation (dither) mode, 64-step gradation (error diffusion) mode
	Image control		Image emphasis, Automatic threshold, Automatic separation, Monochrome reversing, Automatic back control
	Paper	Size	$48 \times 85_{mm}$ (1.9×3.3 in) to Ledger (11×17 in.)
		Weight	Single paper feed : 40 to 157 g/m^2 (11 to 42 lbs.) Continuous paper feed : 50 to 157 g/m^2 (13 to 42 lbs.)
Unit	External dimensions (Width×Depth×Height)		$568 \times 546 \times 415_{mm}$ (22.4×21.5×16.3 in.)
	Mass (Weight)		50kg (110 lbs.)
	Power requirement		100 - 120V AC, 50/60Hz
	Power consumption	Maximum, (scanning)	1.8A
Operating Environment	Operating temperature and humidity		15℃ to 30℃ (59°F to 86°F), 30% to 80%RH
Storage Environment	Storage temperature and humidity		0℃ to 35℃ (32°F to 95°F), 10% to 80%RH
Accessories	Exit tray stopper, Exit tray guide, Driver software (3.5" FD), Power cord, Operation manual and Installation manual, Roller cleaning paper, Patch sheet		

"Weight in pounds" represents the weight of 500 [17×22 inches ($432 \times 559_{mm}$)] sheets.

Troubleshooting

If a problem occurs while the unit is being used, first check the following items. If the unit still malfunctions, switch it OFF, and call service.

Symptom	Possible Cause	Remedy
The LCD does not display when the power switch is turned ON.	The power plug has come out.	Insert the power plug firmly.
	The fuse has blown.	Pull out the power plug, then call service.
	Foreign matter is lodged in the fan, preventing it from rotating.	
Multiple sheet feeding problem occurs.	The rollers are dirty.	Clean all of the rollers. (See page 31.)
	The ADF selector is not set properly.	Adjust the ADF selector. (See page 27.)
Document stops during a scan.	The document is creased or torn, or has a length of more than A3 size or less than 48×84 mm (1.9× 3.3 in).	Make a copy of the document on paper of the specified size [between 48×84 mm (1.9×3.3 in.) and A3 size] and scan the copy.
	The document is jammed.	Refer to the next page when some error has been displayed.
Document is not fed smoothly during a scan.	The rollers are dirty.	Clean all of the rollers. (See page 31.)
The scanned document is blank.	The document to be scanned was loaded face down (upside down).	Load the document correctly.
The scanned document is completely black.	The fluorescent lamp in the scanner has reached the end of its life.	Call service.
Scanned document is skewed.	The document guides were not touching the edges of the document, or the documents was skewed when loaded.	Set the document guides or the document correctly.
Vertical lines appear on the scanned document.	The white reference plate, scanning section glass or the rubber rollers are dirty.	Wipe the dirty part with a clean cloth. (See page 31.)
The computer cannot connect to the scanner.	The computer cannot recognize to the scanner.	Turn the power of the computer OFF. Turn the power of the scanner ON, then turn the power of the computer ON again.
		Confirm the SCSI ID and product ID, then set the proper them.

LCD	Possible Cause	Remedy
Warning Clean Roller	The rollers have become dirty.	Clean the rollers. (See page 31.)
Warning Replace Roller	The rollers need to be replaced.	Replace the paper feed roller module and retard roller module. (See page 36.)
Warning Replace F-Lamp	The front side lamp needs to be replaced.	Call service and ask to replace the front side lamp module.
Warning Replace B-Lamp	The back side lamp needs to be replaced.	Call service and ask to replace the back side lamp module.
U11 JAM ××××××××	The document is jammed.	Open the front door and remove the jammed paper. (See page 29.)
U12 JAM ××××××××	The document is jammed.	Open the front door and remove the jammed paper. (See page 29.)
U13 JAM ××××××××	The document is jammed.	Open the back door and remove the jammed paper. (See page 29.)
U14 JAM ××××××××	The document is jammed.	Open the back door and remove the jammed paper. (See page 29.)
U15 JAM ××××××××	The document is jammed.	Open the back door and remove the jammed paper. (See page 29.)
U16 JAM ××××××××	The document is jammed.	Open the back door and remove the jammed paper. (See page 29.)
U17 JAM ××××××××	The document is jammed.	Open the back door and remove the jammed paper. (See page 29.)
U23 Double Feed ××××××××	Multiple sheets were fed into the unit.	Open the front door and remove the jammed paper. (See page 29.)
U40 Temperature ××××××××	The ambient temperature is less than 15 ℃ (59 ℉)	Wait for a while and scan the document again. Use the unit in a room where the ambient temperature is between 15 ℃ and 30℃ (59 ℉ and 86 ℉).
U30 Front Door ××××××××	The front door is open.	Close the front door.

LCD	Possible Cause	Remedy
U31 Back Door ×××××××××	The back door is open.	Close the back door.
U32 Top Door ×××××××××	The imprinter door is open.	Close the imprinter door.
U33 Left Door ×××××××××	The lamp door is open.	Close the lamp door.
U24 Pointer ×××××××××	The pointer lever has been set to the upper side though the imprinter mode has been selected to something except "Disable".	Set the pointer lever to the lower side.
H×× Call Service ××××××××× F×× Call Service ×××××××××	A user non-servicable error has occurred.	Please consult with a service representative.
U10 Remaind Doc. ×××××××××	There is a document remaining in the scanner.	Open the front and/or back doors, and remove all of the remaining documents.

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